

Food Safety and HACCP SOP CHECKLIST

Instructions: Written standard operating procedures (SOP) are needed to guide the food safety and Hazard Analysis Critical Control Point (HACCP) program in your school. For each SOP, check **YES** if you have a written SOP, **NO** if you do not have a written SOP but you need to have it, and **N/A** if the SOP is not related to your school or district. Add other SOPs as needed within each category.

| Standard Operating Procedure | Yes | No | N/A |
|--|-----|----|-----|
| Personnel | | | |
| Employee health and personal hygiene | | | |
| Glove and utensil use | | | |
| Contact with blood and body fluids | | | |
| Handwashing | | | |
| Tasting method | | | |
| Eating and drinking in the workplace | | | |
| Other: | | | |
| General Equipment Use and Maintenance of Facilities | | | |
| Cleaning and sanitizing | | | |
| Laundry and linen use | | | |
| Machine warewashing | | | |
| Manual warewashing | | | |
| Facility and equipment maintenance | | | |
| Pest control | | | |
| Other: | | | |
| Purchasing | | | |
| Use of approved vendors | | | |
| Specification development and use | | | |
| Other: | | | |
| Receiving | | | |
| Receiving fresh, refrigerated, frozen foods | | | |
| Receiving chemicals | | | |
| Other: | | | |
| Storing | | | |
| Storing refrigerated and frozen foods | | | |
| Storing dry goods | | | |
| Storing chemicals | | | |
| Rotating stock using FIFO | | | |
| Other: | | | |



This checklist was developed to a guide for the development of a standard operating procedure manual for the typical school foodservice operation. This SOP checklist refers only to food handling, preparation, HACCP, and related areas. A thorough assessment of the operation should occur to determine other necessary procedures and documentation. This checklist may be adapted with permission from haccp@iastate.edu

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| Standard Operating Procedure | Yes | No | N/A |
|---|-----|----|-----|
| Food Preparation | | | |
| Calibration of thermometers | | | |
| Use of thermometers | | | |
| Thawing foods | | | |
| Preparing cold foods | | | |
| Preparing and cooking hot foods | | | |
| Holding foods | | | |
| Cooling foods | | | |
| Reheating foods | | | |
| Use and handling of leftovers | | | |
| Other: | | | |
| Transportation of Food | | | |
| Transporting food to satellite locations | | | |
| Temperature maintenance at the production kitchen | | | |
| Temperature maintenance at the receiving/service kitchen | | | |
| Transportation of food and equipment from receiving kitchen to production kitchen | | | |
| Other: | | | |
| Service | | | |
| Cleanliness and sanitation of service areas | | | |
| Cleanliness and sanitation of the dining room | | | |
| Service temperature | | | |
| Other: | | | |
| Consumer Communications | | | |
| Responding to a foodborne illness complaint | | | |
| Responding to a physical hazard complaint | | | |
| Other: | | | |
| HACCP | | | |
| Food Safety and HACCP training programs | | | |
| Self inspection for continuous quality improvement | | | |
| Food safety and HACCP program verification | | | |
| Record keeping and documentation | | | |
| Other: | | | |
| Employee Orientation | | | |
| New Employee Food Safety Checklist | | | |
| Other: | | | |
| Other | | | |
| Foodservice in emergency situations | | | |
| Closing the operation (end of school) | | | |
| Opening the operation (beginning of school) | | | |
| Visitors in foodservice | | | |
| Other: | | | |



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